

## DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Differentiated Duties Specific to a Medical Office Setting      Course Code: 034206      CIP Code: 52.0101

### **COURSE INTRODUCTION:**

A program that prepares individuals to perform the duties of special assistants and personal secretaries for practicing physicians and nurses, health care facilities and services administrators, and other health care professionals. Includes instruction in business and medical communications, medical terminology, principles of health care operations, public relations and interpersonal communications, software application, record-keeping and filing systems, scheduling and meeting planning, applicable policy and regulations, and professional standards and ethics. Program may include instruction in medical transcription.

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<b>UNIT DESCRIPTION:</b>  Differentiate duties specific to a medical office setting.		<b>SUGGESTED UNIT TIMELINE:</b> approx. 350 integrated through in other units  <b>CLASS PERIOD (min.):</b> 90				
<b>ESSENTIAL QUESTIONS:</b>  1. What skills should be developed to work in a healthcare office setting?						
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	CCSS LEARNING GOALS (Anchor Standards/Clusters)	CROSSWALK TO STANDARDS				
		GLEs/CLEs	PS	CCSS	NBEA	DOK
1. Use online resources as a tool to complete tasks				WHST.11-12.7  WHST.11-12.8	COMM.IV.1.5	2
2. Format and proofread documents.				RST.11-12.5  RST.11-12.7	COMM.IV.2.6	3
3. Perform medical transcription while utilizing specialized software.				RST.11-12.5  RST.11-12.7	IT.V.1.1 COMM.IV.3.2 COMM.IV.3.12 COMM.III.4.8	3
4. Correctly apply medical law and ethics					BL.IA.2.1 IT.XV.2.1.1-2	2
<b>ASSESSMENT DESCRIPTIONS*:</b> (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc. )          						
<b>*Attach Unit Summative Assessment, including Scoring Guides/Scoring Keys/Alignment Codes and DOK Levels for all items. Label each</b>						

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assessment according to the unit descriptions above ( i.e., Grade Level/Course Title/Course Code, Unit #.)	
<b>Obj. #</b>	<b>INSTRUCTIONAL STRATEGIES (research-based): (Teacher Methods)</b>
1-4	1. Guided and independent practice using textbook resources.
<b>Obj. #</b>	<b>INSTRUCTIONAL ACTIVITIES: (What Students Do)</b>
1-4	1. The students will complete multiple activities as provided in textbook(s).
<b>UNIT RESOURCES: (include internet addresses for linking)</b>  The SUM Program: Beginning Medical Transcription Unit. (2 <sup>nd</sup> ed.) Modesto, California: Health Professions Institute.  Pitman, Sally (editor and publisher). (2010). The Medical Transcription Workbook. (3 <sup>rd</sup> ed.). Modesto, California: Health Professions Institute.  Dirckx, John H., M.D. (2009). H&P: A Nonphysician’s Guide to the Medical History and Physical Examination. (4 <sup>th</sup> ed.). Modesto, California: Health Professions Institute.  Dirckx, John H., M.D. (2009). Human Diseases. (4 <sup>th</sup> ed.). Modesto, California: Health Professions Institute.  Dirckx, John H., M.D. (2004). Laboratory Tests & Diagnostic Procedures in Medicine. Modesto, California: Health Professions Institute.	